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## DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

ARCHIVES	NO,	
92-	162	

DEPARTMENT		DIVISION	SECTION		
PERSON	NEL	EMPLOYEE BENEFITS			PERMANENT  NON-PERMANENT
ITEM NO.	DE	SCRIPTION	RETENTION PERIOD	SI	PECIAL INSTRUCTIONS
1.		REIMBURSEMENT UPLICATE COPY)	2 years + current	NOTE: NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY	
2.	REPORTS FOR	ANCE CARRIER STATE NSURANCE PLANS	3 years + current	PENDING	AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, OR AUDIT.
3.	PAYROLL LIS	TING (DUPLICATE	3 years + current	Thinkship in the second of the	
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I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

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STATE ARCHIVIST'S SIGNATURE	DATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE	
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ATTORNEY GENERAL'S SIGNATURE	DATE	STATE AUDITOR'S SIGNATURE	DATE	
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